Job Aid:

Seller Administrator: Maintain and Add Users

This Job Aid shows how to:

- Maintain and add users

Of Special Note:

The Seller Administrator for each registered vendor in COMMBUYS must ensure that they assign the "Seller" role to at least one person in the organization. In order to do business in COMMBUYS, at least one user must have a Seller role. The Seller role allows vendors to see Bids, submit Quotes and receive Purchase Orders for fulfillment.
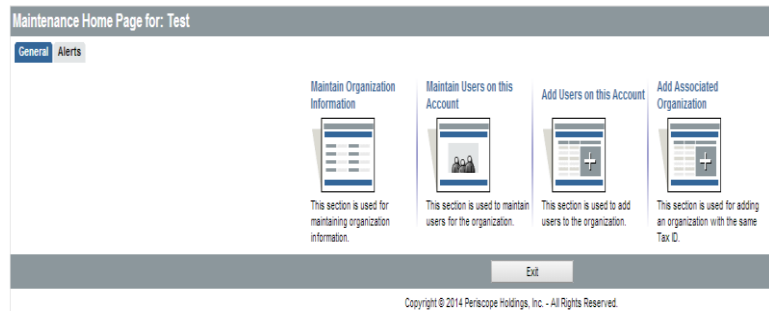
Screenshot	Directions
	1. Launch the COMMBUYS website by entering the URL https://www.commbuys.com/bso/ into the Browser. Login using your Login ID and password
	2. This image displays the home page of a Seller Administrator, as the screen will open on the **Maintenance Home Page General** tab.

Screenshot	Directions
	3. To update a user's profile, click on **Maintain Users on this Account.**
	4. To update a user's profile click the hyperlinked **Login ID**. If the organization has a large number of Users, filter by entering search criteria then click **Find it.**
	5. Make the updates to the user's profile. Click **Save & Exit** to keep the changes to the users profile and return back to the **User Maintenance** search page.

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Screenshot	Directions
	6. To add new users click the **Add User** at the bottom of the screen to add a new seller or seller administrator user.
	7. Enter the following information: • **First Name** • **Last Name** • **Job Title** • **Phone** • **Email** All asterisked (*) information is required to save the user information. Check the box next to the role(s) the user will have in COMMBUYS. Click **Save & Exit**.
	8. Another way to Add Users is Click the **Add Users on this Account** Icon on the User Maintenance Home Page. This will open the **Add a new User** function seen in step7. Add the new user data and click **Save & Exit**.